

The when

When we want to emphasise certain facts, in which case the emphasised, i.e. important words are placed at the beginning of a sentence.

Important words/phrases occupying the frontal position include:

1. **Negative words** – never, seldom, rarely, neither, not, little, even less, etc
2. **combinations with “no”** – under no circumstances, on no account, in no uncertain terms, by no means etc
3. **combinations with “only”** – not only, but also ..., only today/yesterday, only by chance, only in rare circumstances, etc

The how

There exist two scenarios:

1. tenses with operators (auxiliary verbs), e.g.

The HR Department has/had/will set new recruitment guidelines **in rare circumstances** →

2. two tenses with the so called zero operators, i.e. Present Simple and Past Simple

It **never** rains in California/It **never** rained in California last year →

In both cases when you invert your statements by putting the bolded words at the beginning of your statement, you must use inversion, i.e. change the structure so that it has the appearance of a question.

Consequences:

1. tenses with operators (auxiliary verbs), e.g.

The HR Department has/had/will set new recruitment guidelines **in rare circumstances** →

In rare circumstances **has/had/will the HR Department** **set** new recruitment guidelines.

2. two tenses with the so called zero operators, i.e. Present simple and Past Simple

It **never** rains in California/It **never** rained in California last year →

Never does/did it **rain** in California

Passive voice:

Rarely have I been contacted by the authorities

Neither is/was that anticipated by me.

Special case:

It is there that we **will be/ were/have been** employed.

It was then that the company paid its debt.